

## INFORMATION PAPER

**SUBJECT: Policy for Travel by Department of the Army Officials**

1. **Purpose.** To provide guidance regarding the Army's travel policies for military personnel.
2. **Background.** Policies concerning travel by Department of the Army Officials are designed to reduce the costs of travel as well as to prevent the inappropriate and perceived inappropriate use of DA travel resources. The terms of the Secretary of the Army Policy for Travel by Department of the Army Officials must be complied with strictly and the terms permitting use of departmental transportation resources construed narrowly. The Secretary of the Army Policy for Travel by Department of the Army Officials implements specified policies and procedures provided by the Joint Federal Travel Regulations, Volume 1 (JFTR), Joint Travel Regulations, Volume 2 (JTR), and DODD 4500.56 and DOD Policy on the Use of Government Aircraft and Air Travel (1997). For more information on The Secretary of the Army Policy for Travel by Department of the Army Officials follow this link: [Policy for Travel by DA Officials](http://www.army.mil/usapa/epubs/pdf/ad2007_01.pdf) ([http://www.army.mil/usapa/epubs/pdf/ad2007\\_01.pdf](http://www.army.mil/usapa/epubs/pdf/ad2007_01.pdf)).
3. **Discussion.** Transportation resources must be vigorously managed to prevent misuse and perception of misuse. Careful application of the Secretary of the Army Policy for Travel by Department of the Army Officials will reduce costs and conserve travel resources. The following topics represent the provisions of the travel policy that have been frequent sources of violations or that contain significant changes under the new policy:
  - a. Use of MILAIR. All users of MILAIR, to include those officials designated as "required users", are reminded that DODD 4500.56 requires that every effort be made to minimize the cost and size of aircraft necessary to satisfy the mission requirement. Travel to funerals, retirements and / or Change of Command ceremonies, where ground travel is not suitable are considered official events only for the senior military and / or civilian official formally representing DA. All other officials are considered attending in an unofficial capacity and must reimburse the government at commercial coach fares if traveling on MILAIR with the official representative. Under no circumstances can MILAIR be scheduled for unofficial travel. Commands are responsible for evaluating controls over travel in management control reviews as required by AR 11-7 (Management Controls).
  - b. OCONUS Travel. Special emphasis must be placed on controlling overseas travel. Efforts should be made to reduce the number of personnel traveling to the same sites and to reduce the number of days per trip. Additionally, force protection planning must be an integral part of OCONUS travel planning.
  - c. Commercial Travel. Commercial air travel must be conducted using contract fares via a contracted commercial travel office. Exceptions to this rule must be clearly specified on the individual's travel order or authorization. The primary mode of travel for all commercial travel is commercial coach class. In all cases, premium-class travel (less than first-class) must be treated as an exception to policy and approved by the authorized officials. The Secretary of the Army is the sole authorizing / approval authority for first-class travel paid for by government

funds or by a non-federal source pursuant to 31 USC §1353. Soldiers who are offered on the spot upgrades without cost to the government may accept the upgrade provided that the offer was made without initiation by the soldier.

d. Spouse and family-member travel. As a general rule, spouses or other family members may not accompany DA personnel, either military or civilian, on official business at government expense. Exceptions exist for the following situations, but must be approved on a case by case basis. The most common exceptions are as follows:

(1) The spouse or family member is participating in an official capacity at an official function.

(2) The Spouse's or family member's presence is deemed to be in the national interest because of diplomatic benefits.

(3) The Spouse's or family member's presence is deemed to be in the national interest because of a public relations benefit to the United States.

e. Motor Vehicle Transportation. The use of Army Non-Tactical Vehicles is restricted to official purposes only. For more information on the use of Non-Tactical Vehicles, refer to the Official Use of Non-Tactical Vehicles Information Paper dated 3 Feb 2005 and AR 58-1, Management and Acquisition of Motor Vehicles.

**4 Conclusion.** Units and commanders must closely monitor the use of travel resources to ensure that they are being used efficiently. Efficient use reduces costs and conserves transportation assets, while allowing military personnel maintain the proper public perception while traveling for official purposes. Inappropriate use of travel resources can result in adverse administrative or UCMJ action. Questions concerning authorized use of an NTV must be resolved in strict compliance with these rules. Questions should be referred to your servicing OSJA.

POC V Corps OSJA ADLAW  
370-5854/5852